

General Description: In the event that an extended outage has been declared, this policy will be in effect.

Description: This process is for departments who must process a wire disbursement to remain compliant with contracts during an outage. The requesting department will use this process to manually request that the State Treasurer's Office (STO) disburse funds by wire with the approval of the State Auditor's Office (SAO).

Process:

1. WIRE documents may be entered in Oasis for approval by the SAO through Monday, 08/24/2020. The deadline for document approval to the SAO is 12:00 p.m. (noon).
2. Agencies requiring payments disbursed by wire during the blackout period must make a request to the Auditor's Office by email (auditing@wvsao.gov) no later than 4:00 p.m. on Tuesday, 08/18/2020. The email must include the Department name, the wire amount, if known, the requested disbursement date, Vendor name, and a brief description of the payment.
3. Agencies are responsible for ensuring an adequate cash balance exists in Oasis to provide liquidity for payments disbursed during the blackout period.
4. A manual wire form must be created by the agency to request the wire disbursement; see below for the format required for the form, and an example of a completed form.
5. The memo must be presented to the SAO Audit Division for review and approval. An email is an acceptable delivery method (auditing@wvsao.gov). The department is responsible for providing the required backup along with the memo.
6. A copy of the memo must also be presented to the STO Participant Accounting group (participantaccountinggroup@wvsto.com) no later than 10:30 a.m. on the day the funds are to be disbursed. The memo should be attached to the wire notification email provided by the department.
7. If the SAO approves the request, they will notify the STO by providing an executed copy of the memo. Email is an acceptable delivery method. The SAO will also provide notification to both the department and the STO if the request is approved or denied.
8. Once wvOASIS is available, the requesting department will process a WIRE document, attaching the approved memo to the document Header Line. The "Document Description" field state "The purpose of the WIRE document is to record the transaction previously requested through the manual process."

To:	name of current director SAO Director of Auditing
From:	Requesting department head or CFO
Date:	
Subject:	Manual Disbursement by Wire
Please process the following transaction:	
Date:	
Fund:	
Department Name:	
"Wire Payment" & Settlement Date:	
Amount:	
Nature of Transaction (including justification for the manual processing):	
Vendor Name (Legal Name that would be entered on the Vendor Tab on the WIRE document):	
Vendor Address:	
Beneficiary Bank:	
Recur number, if applicable:	
I hereby confirm that sufficient cash exists in the Fund number noted above to provide liquidity for the requested wire disbursement.	
Authorized Signature line:	
Agency Contact, Phone Number, and e-mail address:	
Approved by Auditor	

Example Memo

To: David Sull
SAO Director of Auditing
From: Evan Pauley
Controller, ERP Board
Date: August 10, 2020
Subject: Manual Disbursement by Wire

Please process the following transaction:

Date: August 26, 2020

Fund: 9017

Department Name: WV ERP Board

"Wire Payment" & Settlement Date: August 27, 2020

Amount: \$5,000.00

Nature of Transaction (including justification for the manual processing): Required vendor payment.

Vendor Name: XYZ Incorporated

Vendor Address: 555 Main Street, Anytown, NY, 12345

Beneficiary Bank: BB&T

Recur number, if applicable:

I hereby confirm that sufficient cash exists in the Fund number noted above to provide liquidity for the requested wire disbursement.

Authorized Signature

Agency Contact, Phone Number, and e-mail address:

Evan Pauley
304-356-2462
Evan.Pauley@wvoasis.gov

Approved by Auditor line: